



**PORTAGE
LAKE BIBLE
CAMP**

PROGRAM COORDINATOR (ADMIN) JOB DESCRIPTION

Our intention each summer is that the life of every person who comes to camp is impacted for Christ, including those who are on staff. As a summer staff member at Portage Lake Bible Camp, you will be stepping into an instrumental role of ministry and leadership. This is an opportunity to live in Christian community, lead and disciple campers, serve our guests, and be mentored in your walk with Christ. Our desire is to equip you well for your role this summer and give you skills and experience that you will use well beyond just this summer.

General Qualifications:

- At least 18 years of age.
- Completion of two years of college or have two years post-high school required.
- Has a personal relationship with the Lord and basic Biblical understanding.
- Desire to pursue personal growth.
- Is a positive Christian role model with a servant attitude.
- Willingness to live in an intentional Christian community.
- Be a team player and have the ability to serve outside of job description when needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Eagerness to live in a rustic, unplugged setting.
- Excellent communication, organizational, and interpersonal skills.
- Ministry leadership experience and/or experience working in a camp setting is highly preferred.
- American Red Cross Lifeguarding, CPR/AED/First Aid Certification, and/or Challenge Course Certification is a plus.

Duties and Responsibilities:

- Responsible to the Program Director.
- Participate and engage in all aspects of staff training and on-boarding.
- Work closely with co-Program Coordinator, Lead Counselors, and Program Director to plan and execute summer programming.
- Build intentional relationships with all summer staff.
- Have bi-weekly one-on-ones with assigned staff with the intention of discipling them in their relationship with God and giving feedback, support, challenge, and encouragement in their role.
- Be an initiator and supporter of healthy, life-giving community among the summer staff.
- Attend all chapel services.
- Assist in camper behavior management and any staff conduct or conflict issues, keeping in communication with the Program Director.
- Assist in facilitating a variety of small-group and large-group games for all ages.



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- Coordinate among areas and staff to ensure seamless program execution, including but not limited to, assigning counselors to areas for free-time, cabin/counselor/co-counselor pairing, etc.
- Lead team debriefs for programming each week.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Assist in organizing, leading, and participating in general camp cleaning, maintenance and assist in the kitchen as needed.
- Timely attendance and participation in all staff meetings and debriefs.